



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 5430.47E
DNS
24 Jul 2012

OPNAV INSTRUCTION 5430.47E

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF BUREAU OF NAVAL PERSONNEL

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Mission and Functions of Bureau of Naval Personnel
(BUPERS)

1. Purpose. To update mission and functions of the Bureau of Naval Personnel (BUPERS). This instruction removes BUPERS' human performance and civilian community management missions. In addition, it updates the support services provided to effectively manage BUPERS' mission in the areas of supply chain management, information management, civilian personnel and equal employment opportunity (EEO). This instruction is an update to comply with reference (a) and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5430.47D.

3. Status and Command Relations. BUPERS was established in 1942. Originally known as the Bureau of Navigation, established on 5 July 1862, BUPERS was re-designated as such on 13 May 1942 and codified in section 5131 of title 10, U.S. Code, on 10 August 1956, as amended. Under command of Chief of Naval Operations (CNO), the Chief of Naval Personnel (CHNAVPERS) commands BUPERS and other shore activities as assigned by CNO.

a. Command: BUPERS.

b. Echelon:

1 - CNO

2 - BUPERS

c. Area Coordination: Commander, Navy Installations Command.

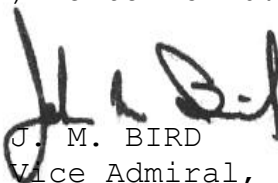
d. Region Coordination: Commander, Navy Region Mid-West.

4. Authority Over Organizational Matters. CHNAVPERS is an additional duty assignment for Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO) (MPT&E) (N1) within CNO. CHNAVPERS commands BUPERS and provides command support to those activities as assigned by CNO. CHNAVPERS is authorized to organize, assign, and reassign responsibilities within BUPERS, including establishment and disestablishment of component organizations as may be necessary, following procedures prescribed in current instructions.

5. Relationships. In conducting the mission and functions of BUPERS, CHNAVPERS will establish direct liaison and communication with other Navy commands, appropriate Department of the Navy (DON) and Department of Defense (DoD) officials, other military departments, other Federal agencies, and private organizations. CHNAVPERS shall keep CNO advised of matters that require his or her attention or knowledge.

6. Action. CHNAVPERS shall ensure performance of the mission and functions per enclosure (1) and advise CNO of any recommended modifications. Send recommended changes to BUPERS Total Force Human Resource Office (BUPERS-051) via the chain of command.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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MISSION AND FUNCTIONS OF BUREAU OF NAVAL PERSONNEL (BUPERS)

1. Mission. To implement CNO responsibilities for managing the planning and programming of manpower and personnel (M&P) resources and budgeting for military personnel; to administer M&P information system (IS) business requirement and develop IS for allocation of military personnel; to plan and direct the procurement, distribution, administration and career motivation of the military personnel of Navy regular and reserve components; to exercise centralized coordination and control of professional standards criteria; to direct a program of M&P research and development to improve the performance of individuals and organizations within the Navy and Marine Corps; to direct development and implementation of Service-wide programs for improved human relations, and quality of life; and to perform such other functions and tasks as may be assigned by higher authority.

2. Functions

a. Advises CNO on military personnel plans and policies for recruitment, distribution, advancement, compensation, retention, readiness, retirement, and community management for regular and reserve Navy personnel.

b. Develops long-range recruiting plans.

c. Develops manpower requirements for all fleet activities and provides manpower requirements determination support for Navy's acquisition programs and initiatives.

d. Assists in determining manpower requirements and approves manpower change requests. Assesses and advises on the ability to implement manpower requirements and authorization changes.

e. Implements the guidance received regarding programming, financial, and information resource management for total force manpower and personnel, which includes Navy requirements, authorizations, and end-strength.

f. Executes military personnel policies and plans necessary to implement Navy's mobilization plans.

g. Manages personnel manning for activities, commands, and programs administered by BUPERS or which may be assigned by CNO.

h. Implements policy regarding military compensation, pay entitlement, and travel reimbursement.

i. Directs research efforts for manpower and personnel programs within DON and all DoD-related organizations.

j. Directs an effective and efficient structure of officer and enlisted classifications to provide a sound basis for manpower and personnel management and administration in the Navy.

k. Responds to Commandant of the Marine Corps and heads of other Navy organizations in meeting particular needs within assigned areas of responsibility.

l. Budgets, accounts, and reports for programs assigned, and establishes and reconciles obligations and monitors expenditures of appropriated funds allocated to finance approved programs.

m. Performs inspector general inspection, investigation, command evaluation, management control, audit liaison, and follow-up programs for the budget submitting office (BSO) and DCNO (MPT&E) (N1).

n. Coordinates legislative special interest and personnel issues with CNO; SECNAV; Assistant Secretary of the Navy (ASN), (Financial Management and Comptroller); ASN (Manpower and Reserve Affairs); Office of Legislative Affairs; DoD and other Federal agencies, Congress, and congressional staffs.

o. Coordinates public affairs programs and issues with Chief of Information, fleets, and applicable staffs; keeps internal and external audiences informed of personnel-related plans, programs and issues; and maintains communications flow throughout the staff as well as chain of command.

p. Maintains programs for prevention of discrimination, sexual harassment, fraternization and hazing; and develops policy for Navy's Equal Opportunity Program and programs that attract, develop and retain a diversified work force.

q. Provides oversight and coordination of civilian personnel programs for BUPERS to include program assessment, human capital management and implementation of major initiatives. Advises and directs manpower reviews, organizational studies, and total force manpower sourcing decisions for the BSO.

r. Advises and directs EEO and diversity program management for the BSO including program assessment, barrier analysis, prevention of discrimination, investigation of complaints, and workforce accommodations.

s. Delivers mission capabilities while improving alignment and business performance through information resource management, enhanced cyber security, technical controls, and enterprise architecture.

t. Accomplishes other functions that may be assigned by higher authority.

u. Develops and communicates the Navy enlisted accessions supply chain strategy. Ensures supply chain awareness and accountability by developing and communicating operational guidance, analytical tools and metrics, and coordinating performance improvement initiatives.